

Part C State Performance Plan (SPP) for 2005-2010**Overview of the State Performance Plan Development:**

See page 1 of the State Performance Plan.

Monitoring Priority: Effective General Supervision Part C / Child Find**Indicator 7: Percent of eligible infants and toddlers with IFSPs for whom an evaluation and assessment and an initial IFSP meeting were conducted within Part C's 45-day timeline.**

(20 USC 1416(a)(3)(B) and 1442)

Measurement:

Percent = # of eligible infants and toddlers with IFSPs for whom an evaluation and assessment and an initial IFSP meeting was conducted within Part C's 45-day timeline divided by # of eligible infants and toddlers evaluated and assessed times 100.

Account for untimely evaluations.

Overview of Issue/Description of System or Process:

Primary referral sources within the communities are educated about how to make a referral to the Birth to 3 Connections program. State agency personnel and local service coordinators utilize a variety of media and materials to disseminate accurate information about appropriate referrals. A statewide 800 number is disseminated to all referral sources as well as to the public in general. Each county has a service coordinator who receives referrals. The 45 day timeline begins when the referral is received. The service coordinator contacts the family within 5 days or less to visit about the program and set up a home visit. Often a screening is performed and the results discussed when the service coordinator is in the home. If the screening results indicate developmental concerns, the service coordinator explains eligibility, gets permission to evaluate, and arranges for the local school district to perform the evaluations. In the meantime possible dates for the IFSP meeting are discussed with all parties who need to be involved and a mutually agreeable date is set up no later than the 45th day from the date of referral. All pre and post IFSP documentation is maintained in the child's file in the office of the local service coordinator.

Baseline Data for FFY 2004 (2004-2005)

Monitoring results July 2004-July 2005	H.Land Nov. 2004	3 River April 2005	Hub Oct 2004
Infant and toddlers had an evaluation and assessment and an initial IFSP meeting within 45 days of referral	100%	100%	100%

Discussion of Baseline Data:

100% of eligible infants and toddlers had an evaluation and assessment and an initial IFSP meeting within 45 days of referral.

Beginning July 2006, Birth to 3 Connections will monitor this indicator using state data system. The state data will be aligned with the waiver forms in order to determine any noncompliance as necessary. Finding on noncompliance will be issued, corrective action plan will be developed and corrections will be resolved as soon as possible but no later than one year after identification of non

compliance. Based on the monitoring process, from July 2004 to June 2005, of the three regional programs reviewed, there were no findings of noncompliance regarding the 45 day timeline. In the future South Dakota Birth to 3 Connections is planning to monitor this indicator through the State's Data System. Since June 2003, the Birth to 3 Connections Program Intake Form has included a line documenting the referral date. As of July 2005, the referral date has been documented on the front page of the initial IFSP, entered into the data system, and used as a part of the monitoring process. Timelines exceeded due to family related exceptional circumstances that make it impossible to complete the evaluations, assessments, and initial IFSP meetings within the 45 day timeline are documented on a form, signed by the parent, and kept in the child's file. There is no acceptable justification if the timeline is exceeded due to systems issues.

FFY	Measurable and Rigorous Target
2005 (2005-2006)	100% of eligible infants and toddlers will have an evaluation and assessment and an initial IFSP meeting within 45 days of referral.
2006 (2006-2007)	100% of eligible infants and toddlers will have an evaluation and assessment and an initial IFSP meeting within 45 days of referral.
2007 (2007-2008)	100% of eligible infants and toddlers will have an evaluation and assessment and an initial IFSP meeting within 45 days of referral.
2008 (2008-2009)	100% of eligible infants and toddlers will have an evaluation and assessment and an initial IFSP meeting within 45 days of referral.
2009 (2009-2010)	100% of eligible infants and toddlers will have an evaluation and assessment and an initial IFSP meeting within 45 days of referral.
2010 (2010-2011)	100% of eligible infants and toddlers will have an evaluation and assessment and an initial IFSP meeting within 45 days of referral.

Improvement Activities/Timelines/Resources:

ACTIVITIES	RESOURCES	TIMELINES
Revision of page 1 of the IFSP to include referral date and instructions for completion	<ul style="list-style-type: none"> State B-3 staff 	<ul style="list-style-type: none"> September 2005
Generate a list of new IFSPs from July 1, 2005 to capture the date of referral via service coordinator feedback	<ul style="list-style-type: none"> State B-3 staff Service Coordinators 	<ul style="list-style-type: none"> September 2005

Training of service coordinators and technical assistance regarding the addition of the referral date to the IFSP	<ul style="list-style-type: none"> State B-3 staff 	<ul style="list-style-type: none"> October 2005 through June 30, 2011
Program referral date into data system	<ul style="list-style-type: none"> State B-3 staff Bureau of Information and Telecommunications staff 	<ul style="list-style-type: none"> December 2005
Change monitoring system to use the additional element (referral date) for purposes of data verification and monitoring of the 45 day requirement.	<ul style="list-style-type: none"> State B-3 staff Bureau of Information and Telecommunications staff 	<ul style="list-style-type: none"> January 2006
Conduct an annual desk audit of the 45 day timeline as a part of the state monitoring system.	<ul style="list-style-type: none"> State B-3 staff 	<ul style="list-style-type: none"> July 1, 2005- June 30, 2011
Birth to 3 will monitor programs for compliance with this indicator. When noncompliance is identified, state Birth to 3 staff will work with program to determine nature of noncompliance, develop and implement Improvement Plan or Corrections Action.	<ul style="list-style-type: none"> State B-3 staff 	<ul style="list-style-type: none"> July 1, 2005- June 30, 2011